

**SECRET**  
(CLASSIFICATION)

CENTRAL INTELLIGENCE AGENCY

# EXECUTIVE MEMORANDUM

OFFICE OF THE DIRECTOR

EXECUTIVE MEMORANDUM No. 44

DATE \_\_\_\_\_

## MEMORANDUM FOR:

☒ DEPUTY DIRECTOR (PLANS)  
☐ DEPUTY DIRECTOR (INTELLIGENCE)  
☐ DEPUTY DIRECTOR (RESEARCH)  
☐ DEPUTY DIRECTOR (SUPPORT)  
☐ COMPTROLLER  
☐ INSPECTOR GENERAL  
☐ GENERAL COUNSEL  
☐ ASSISTANT DIRECTOR  
FOR NATIONAL ESTIMATES

ER \_\_\_\_\_

ED \_\_\_\_\_

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*ER 62-6647 Cancelled  
12 October 62.*

This memorandum contains information for the addressees. Addressees may give this memorandum additional circulation within their components as required. All copies should be destroyed not filed, upon completion of circulation. A master file will be kept in the Executive Director's Office and will be available upon request.

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SUBJECT: Keeping the Director's Office Advised

I wish to call to your attention the obligation and responsibility on the part of all units to keep the Director's Office advised on any matters which might come to the attention of the White House or the Congress. It can be exceedingly embarrassing to the Director to be confronted with information concerning activities of the CIA or the intelligence community about which he is uninformed. This recently happened, and it was obvious that not only the highest authority but also the Secretary of State and Defense had been informed of an intelligence type incident several days before the DCI's Office. Needless to say, the consequences of this happening again could be rather serious.

In order to insure that the Director's Office is promptly informed, would you either have your office or the appropriate unit in your organization promptly advise either the Executive Director, the Executive Assistants to the Director or the Deputy Director immediately upon receipt of any information that might come to the attention of these other departments or to public attention.

Marshall S. Carter  
Lieutenant General, USA  
Acting Director

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